



**KeyPoint Government  
Solutions, Inc.**

1750 Foxtrail Drive  
Loveland, CO 80538

Ordering agencies may  
use the following contact  
information to obtain  
technical, ordering and  
contract assistance from  
KeyPoint Government  
Solutions, Inc.

**Technical, Ordering and  
General Assistance**

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**FSC Group 738-X, PSC R799**

**Contract Number: GS-02F-0054S**  
**SIN 595-27 PRE-EMPLOYMENT  
INVESTIGATIONS**

**Contract Period:**  
**December 30, 2005 – December 29, 2015**

**Business Size: Large**

# GSA Schedule

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**



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## About KeyPoint Government Solutions

KeyPoint Government Solutions (KeyPoint) provides federal, state, and local government clients with a variety of services to reduce operating risk and combat fraud and abuse. Founded in 2003 and led by former state and federal prosecutor, Jeff Schlanger, KeyPoint is a large business owned by private equity firm, Veritas Capital. The company's current set of offerings derives from a solid history of providing proven investigation and compliance solutions. KeyPoint's core services include:

- Background investigations, both preliminary screening and full scope investigations, for both individuals and corporations;
- Administrative investigations (e.g., equal opportunity investigations and employee malfeasance investigations);
- Site inspections and process audits;
- Fraud detection, mitigation, and prevention; and
- Physical security planning, engineering, and inspections.

KeyPoint is currently a major provider of background and security clearance investigations to the federal government and private industry. Current background investigation clients include the Office of Personnel Management, various components of the Department of Homeland Security (DHS) and the Department of Energy. KeyPoint also provides DHS' Citizenship and Immigration Services with anti-fraud inspections of immigrant sponsors in support of its Administrative Site Visit and Verification Program. KeyPoint also served as the Independent Monitor for the Los Angeles Police Department, selected by the U.S. District Court to conduct an eight-year assignment that required ongoing extensive analysis of records, reports and independent sources. KeyPoint provides these services through its state-of-the-art automated systems supported by a nationwide network of more than 1,500 field investigators, each favorably adjudicated with a top secret level background investigation and trained to exacting government standards. Most of these investigators have had long careers in federal, local or state law enforcement.

## Background Investigations and Screening Services

KeyPoint Government Solutions offers a wide range of screening services utilized by government, corporate, and institutional clients in numerous fields and industries. KeyPoint conducts background investigations on client employees and job candidates for organizations of all sizes to determine the validity and accuracy of personal and professional information they have provided. As permitted by law, KeyPoint screens against the full spectrum of information resources and public records, including criminal and civil records, credit histories, references, and driving records. KeyPoint can also examine companies and other organizations as part due diligence efforts.

KeyPoint also performs general employee investigations for equal employment issues, workman's compensation investigations and fraud and employee malfeasance investigations.

## PRODUCT DESCRIPTIONS

### General Investigative Products

**G01: Bankruptcy District Records Search (per district)**

Searches of federal bankruptcy filings including Chapter 7, 11, and 13 bankruptcies.

**G02: Business Credit Report**

Business Credit History

**G03: Civil Records Search (per court)**

Supplies the client with records pertaining to civil suits and judgments filed by or against an individual or corporation. A copy of the complaint and the final order can be provided. If the case is pending, a brief summary of the status of the suit will be provided. These records can be obtained by contacting the clerks of county, state, or federal courts depending on the request.

**G04: Consumer Credit Report (for employment purposes)**

Analyzes an individual's credit history and may provide places of employment or prior addresses, credit account types, terms, amounts past due, loan types, balances, high credit, dates opened and closed, payment patterns, credit limits, and mode of payment.

**G05: County Criminal Records Search (per county)**

KeyPoint will check the County Criminal Record (felony and misdemeanor) at the county of residence and/or former addresses for the past seven years. KeyPoint complies with FCRA regulations by providing clients with the most current and accurate information available.

**G06: Document Retrieval**

Retrieval of primary source records such as birth and death certificates, marriage and divorce records, education transcripts and other records.



## General Investigative Products

**G07: Education Verification (per institution)**

Verifies with institutions where degrees were attempted and/or received and report dates of attendance, major, and other available information.

**G08: Employer Verification (per employer)**

KeyPoint researchers will contact the previous employer to verify the information from applications or resumes. In the case of past employers, KeyPoint will endeavor to gather as much information as possible.

**G09: Family/Neighbor Verification**

A search of database information for family members or neighbors.

**G10: Federal District Court Records Search – Civil (per district)**

Searches the federal district court civil records of the current place of residence or a former address.

**G11: Federal District Court Records Search – Criminal (per district)**

Searches the federal district court criminal records. Examples include bank robbery, embezzlement, tax evasion, mail fraud, or crimes occurring across state lines.

**G12: Fingerprint Criminal History Records Check**

Processing fingerprint based criminal record history checks.

**G13: Military Record Verification**

Verification of all prior military service, including discharge type.

**G14: Military Record Review (In-Person)**

In-person review of military records file.

**G15: Motor Vehicle Report**

KeyPoint will provide a Motor Vehicle Report from the state where the applicant is licensed. The report may provide identifying information such as a full name, physical description, and date of birth, as well as dates of convictions, violations and accidents, sections violated, docket numbers, court locations accident report numbers license type, license status and expiration.

## General Investigative Products

**G16: National Wants and Warrants Search**

A search of National Wants and Warrants database.

**G17: Nationwide Criminal Search**

A search of aggregated criminal record information from state and local databases.

**G18: Personal Reference Verification (Telephonic)**

Interviews an applicant's personal references and asks industry standard questions.

**G19: Reference Interview (in person)**

In-person interview of applicant provided or developed reference confirming subject provided information.

**G20: Profile Search**

Searches publicly available databases and other web based resources to provide general profile information otherwise unavailable through other products.

**G21: Professional License Verification**

Verifies the applicant's professional licensure including license number, issue date, expiration date, present standing, and any record of disciplinary action.

**G22: Sex Offender Registry**

A search of the sex offender registry.

**G23: Social Security Trace**

KeyPoint will conduct a 7 year criminal record search based off the Social Security Number Verification. This method will allow KeyPoint to search resident addresses the prospective applicant may not provide the employer on the application and Notice/Authorization and Release Form. It has been KeyPoint experience that a significant percentage of criminal records come from addresses not provided by the prospective applicant.

**G24: Social Security Number Verification (CBSV)**

Consent based SSN verification. Requires subject's signed consent.



## General Investigative Products

**G25: State Workers' Compensation Search**

Where this search is available and falls within the Americans with Disabilities Act (ADA), reports any workers' compensation claim or record available at the U.S. Department of Labor.

**G26: Statewide Criminal Records Search**

If reliable and/or mandated by state law, KeyPoint will conduct a statewide records search for felonies and misdemeanors.

*\*Note: not all states offer a statewide service, and some states have incomplete records.*

**G27: Terrorism Search (OFAC)**

A search of the Office of Foreign Asset Control list of entities and individuals who represent a risk to national security.

**Notes:**

- *Any fees charged by the providing government agencies are not included in the price and will be passed on at actual cost.*
- *Some products require specific releases from the individual being researched. These must be provided by the individual placing the order. Template can be provided by KeyPoint if needed.*
- *Database searches may not include all available information. Some states and localities do not provide automated record information*
- *Standard Delivery for automated products is 3- 5 business days. Delivery for non-automated, non-fieldwork products is 30 days. Accelerated delivery is available for an additional premium of up to 20% depending upon delivery requirements. Delivery of products from some states may be delayed by the providing agency. Customer will be notified of those areas where such issues exist.*
- *Substantial additional discounts will be offered on pre-screening products such as credit reports and law checks if orders include fieldwork products as follow on for candidates who pass initial screening.*

## Fieldwork Products

- F01: Background Investigation Services (BI)**
- F02: Single Scope Background Investigation (SSBI)**
- F03: Upgrade to SSBI (UGI)**
- F04: Updated Investigation (UDI)**
- F05: BI Periodic Re-investigation (PRI)**
- F06: SSBI - Periodic Reinvestigation (PR or PRIS)**
- F07: National Agency Check w/ Local Agency Checks and Credit Checks (NACLC)**
- F08: Local Agency Check (LAC)**
- F09: MBI**

### Accelerated Delivery

Schedule offered price is for a standard delivery of 90 days.  
A premium will be charged for accelerated delivery as follows:

- **Under 30 days:** an additional 20% of the Base Price
- **31 – 45 days:** an additional 15% of the Base Price
- **46 – 61 days:** an additional 10% of the Base Price

### Notes:

*All field investigations are based on the requirements of the Office of Personnel Management's Investigators Handbook. Product specifications are derived from that Handbook. Fieldwork products can be customized by the addition of general products (if not already included) and hours of investigator/investigative support labor.*

*All fieldwork investigations require a completed security form, either utilizing government forms SF86 or SF85 or a customer specific security questionnaire. Paperwork must include all applicable releases and supporting documentation.*

*Prices do not include non-local travel or fees charged by state and local agencies.*





## Investigative Support by the Hour

### L01: Program Manager

Provides overall project management and supervision of KeyPoint personnel assigned to the engagement. Initiates assignments, monitors performance and balances production and work load. Responsible for the selection and performance of investigators, agents, and staff assigned to the engagement. Monitor, track, review, analyze, and disseminate results of completed investigations. Responsible for the client deliverables and client satisfaction. Reports directly to corporate management. Education: Bachelor's Degree. **Years of Experience: 10+ in background investigations**

### L02: Quality Control Analyst

Provides quality control review of fieldwork. Serves as trainer and mentor. Reports to program manager. Education: Bachelor's Degree. **Years of Experience: 5**

### L03: Investigator Level VI

Directs teams of investigators, agents, and staff members to coordinate background investigations. Conducts investigations of high level candidates and implements quality control methodologies to insure accurate and high quality deliverables. Education: Bachelor's Degree. **Years of Experience: Greater than 10**

### L04: Investigator Level V

Performs daily background investigation activities. May direct a team of investigators. Gathers, disseminates, analyzes, and prepares findings from checks and search results. Education: Bachelor's Degree. **Years of Experience: 8**

### L05: Investigator Level IV

Performs daily background investigation activities. Gathers, disseminates, analyzes, and prepares findings from checks and search results. Education: Bachelor's Degree. **Years of Experience: 6**

**Investigative Support by the Hour****L06: Investigator Level III**

Performs daily background investigation activities. Gathers, disseminates, analyzes, and prepares findings from checks and search results. Education: Bachelor's Degree. **Years of Experience: 4**

**L07: Investigator Level II**

Performs daily background investigation activities. Gathers, disseminates, analyzes, and prepares findings from checks and search results. Education: Bachelor's Degree. **Years of Experience: 2**

**L08: Investigator Level I**

Performs daily background investigation activities. Gathers, disseminates, analyzes, and prepares findings from checks and search results. Education: Bachelor's Degree. **Years of Experience: 1**

**L09: Field Manager**

Manages and monitors the performance of the field investigators. Reviews incoming material for completeness. Education: Bachelor's Degree. **Years of Experience: 2**

**L10: Case Review Analyst**

Reviews completed fieldwork for compliance with requirements, grammar, clarity and professionalism. Education: Bachelor's Degree. **Years of Experience: 2+**

**L11: Investigative Technician**

Collects and performs in depth analysis of accumulated data. May contact sources and make appointments. May assist with scoping of case, workload management and processing of case paperwork. Education: High School diploma. **Years of Experience: 2+**

**L12: Administrative Assistant**

Performs administrative duties as required. Includes file room support, case paper management. Education: High school diploma. **Years of Experience: 1+**

**Note:**

*Additional experience may be substituted for formal education on a year to year basis for all labor*



## Customer Information

- 1a. **Special Item Numbers: 595-27 – General Support Services:** Pre-Employment Screening.
- 1b. **Government price list:** Please see pages 12-13.
- 1c. **Labor Category Descriptions:** Please see pages 8-9 for a description of labor categories.
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$100
4. **Geographic coverage (delivery area):** Domestic. Overseas delivery is possible
5. **Point(s) of production (City, County, and State or foreign country):** N/A
6. **Discount from list prices or statement of net price:** Government net prices are shown in the price list. Discounts have already been deducted.
7. **Quantity discounts:** None
8. **Prompt payment terms:** None. Standard payment term is Net 30 days.
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Contact Contractor

- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items (list by country of origin):** None
- 11a. **Time of delivery (Contractor insert number of days):** As specified by BPA, contract, and/or task order. Please see price list notes for delivery premiums and/or reductions.
- 11b. **Expedited Delivery:** Contact Contractor. Please see price list notes for expedited delivery premiums.
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. Point(s):** Destination. Please see price list notes for additional details.
- 13a. **Ordering address(es):** KeyPoint Government Solutions, Inc., 1750 Foxtrail Drive, Loveland, CO 80538, 703.608.5268 Tel, 866.772.9225 Fax
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):** KeyPoint Government Solutions, Inc., 1750 Foxtrail Drive, Loveland, CO 80538, 703.608.5268 Tel, 866.772.9225 Fax
15. **Warranty provision:** Contractor standard commercial warranty applies.
16. **Export packing charges, if applicable:** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): Contact Contractor
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov): N/A
25. Data Universal Number System (DUNS) number: 15-2867235
26. Notification regarding registration in System For Award Management (SAM) database: Registered

## PRICE LIST

## General Investigative Products

	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
	2011 1/1-12/31	2012 1/1-12/31	2013 1/1-12/31	2014 1/1-12/31	2015 1/1-12/31
<b>G01</b> Bankruptcy District Records Search (per district)	\$16.23	\$16.72	\$17.22	\$17.74	\$18.27
<b>G02</b> Business Credit Report	\$66.30	\$68.29	\$70.34	\$72.45	\$74.62
<b>G03</b> Civil Records Search (per court)	\$16.23	\$16.72	\$17.22	\$17.74	\$18.27
<b>G04</b> Consumer Credit Report (for employment purposes)	\$8.11	\$8.35	\$8.60	\$8.86	\$9.13
<b>G05</b> County Criminal Record Search (per county)	\$13.91	\$14.33	\$14.76	\$15.20	\$15.66
<b>G06</b> Document Retrieval	\$14.20	\$14.62	\$15.06	\$15.51	\$15.98
<b>G07</b> Education Verification (per institution)	\$9.86	\$10.16	\$10.46	\$10.77	\$11.09
<b>G08</b> Employer Verification (per employer)	\$9.86	\$10.16	\$10.46	\$10.77	\$11.09
<b>G09</b> Family/Neighbor Verification	\$16.58	\$17.07	\$17.58	\$18.11	\$18.65
<b>G10</b> Federal District Court Search - Civil (per district)	\$16.23	\$16.72	\$17.22	\$17.74	\$18.27
<b>G11</b> Federal District Court Search - Criminal (per district)	\$16.23	\$16.72	\$17.22	\$17.74	\$18.27
<b>G12</b> Fingerprint Criminal History Records Check	\$37.74	\$38.87	\$40.04	\$41.24	\$42.48
<b>G13</b> Military Record Verification	\$23.19	\$23.89	\$24.61	\$25.35	\$26.11
<b>G14</b> Military Record Review (In-Person)	\$168.30	\$173.35	\$178.55	\$183.91	\$189.43
<b>G15</b> Motor Vehicle Report (in addition to state fees)	\$3.19	\$3.29	\$3.39	\$3.49	\$3.59
<b>G16</b> National Wants & Warrants	\$2.32	\$2.39	\$2.46	\$2.53	\$2.61
<b>G17</b> Nationwide Criminal Search	\$9.18	\$9.46	\$9.74	\$10.03	\$10.33
<b>G18</b> Personal Reference Verification	\$9.86	\$10.16	\$10.46	\$10.77	\$11.09
<b>G19</b> Profile Search	\$52.17	\$53.74	\$55.35	\$57.01	\$58.72
<b>G20</b> Professional License Verification	\$9.86	\$10.16	\$10.46	\$10.77	\$11.09
<b>G21</b> Reference Interview (in person)	\$127.50	\$131.33	\$135.27	\$139.33	\$143.51
<b>G22</b> Sex Offender Registry	\$3.06	\$3.15	\$3.24	\$3.34	\$3.44
<b>G23</b> Social Security Trace	\$3.48	\$3.58	\$3.69	\$3.80	\$3.91
<b>G24</b> Social Security Number Verification (CBSV)	\$24.48	\$25.21	\$25.97	\$26.75	\$27.55
<b>G25</b> State Worker's Compensation Search	\$12.18	\$12.55	\$12.93	\$13.32	\$13.72
<b>G26</b> Statewide Criminal Records Search	\$11.30	\$11.64	\$11.99	\$12.35	\$12.72
<b>G27</b> Terrorism Search (OFAC)	\$3.06	\$3.15	\$3.24	\$3.34	\$3.44



## Fieldwork Products

	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
	2011 1/1-12/31	2012 1/1-12/31	2013 1/1-12/31	2014 1/1-12/31	2015 1/1-12/31
<b>F01</b> Background Investigation Services (BI)	\$2,722.50	\$2,804.18	\$2,888.31	\$2,974.96	\$3,064.21
<b>F02</b> Single Scope Background Investigation (SSBI)	\$2,851.70	\$2,937.25	\$3,025.37	\$3,116.13	\$3,209.61
<b>F03</b> Upgrade to SSBI (UGI)	\$2,024.58	\$2,085.32	\$2,147.88	\$2,212.32	\$2,278.69
<b>F04</b> Updated Investigation (UDI)	\$2,024.58	\$2,085.32	\$2,147.88	\$2,212.32	\$2,278.69
<b>F05</b> BI Periodic Re-investigation (PRI)	\$497.92	\$512.86	\$528.25	\$544.10	\$560.42
<b>F06</b> SSBI - Periodic Reinvestigation (PR or PRIS)	\$2,024.58	\$2,085.32	\$2,147.88	\$2,212.32	\$2,278.69
<b>F07</b> National Agency Check w/ Local Agency Checks & Credit Checks	\$527.05	\$542.86	\$559.15	\$575.92	\$593.20
<b>F08</b> Local Agency Check (LAC)	\$489.69	\$504.38	\$519.51	\$535.10	\$551.15
<b>F09</b> MBI	\$637.50	\$656.63	\$676.33	\$696.62	\$717.52

## Investigative Support by the Hour

	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
	2011 1/1-12/31	2012 1/1-12/31	2013 1/1-12/31	2014 1/1-12/31	2015 1/1-12/31
<b>L01</b> Program Manager	\$240.72	\$247.94	\$255.38	\$263.04	\$270.93
<b>L02</b> Quality Control Analyst	\$159.60	\$164.39	\$169.32	\$174.40	\$179.63
<b>L03</b> Investigator Level VI	\$176.40	\$181.69	\$187.14	\$192.75	\$198.53
<b>L04</b> Investigator Level V	\$159.60	\$164.39	\$169.32	\$174.40	\$179.63
<b>L05</b> Investigator Level IV	\$147.84	\$152.28	\$156.85	\$161.56	\$166.41
<b>L06</b> Investigator Level III	\$130.03	\$133.93	\$137.95	\$142.09	\$146.35
<b>L07</b> Investigator Level III	\$94.42	\$97.25	\$100.17	\$103.18	\$106.28
<b>L08</b> Investigator Level I	\$81.48	\$83.92	\$86.44	\$89.03	\$91.70
<b>L09</b> Field Manager	\$96.60	\$99.50	\$102.49	\$105.56	\$108.73
<b>L10</b> Case Review Analyst	\$96.60	\$99.50	\$102.49	\$105.56	\$108.73
<b>L11</b> Investigative Technician	\$67.20	\$69.22	\$71.30	\$73.44	\$75.64
<b>L12</b> Administrative Assistant	\$54.60	\$56.24	\$57.93	\$59.67	\$61.46



## Technical, Ordering and General Assistance

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